

Deputy Project Manager/Resources – GS-14/15

Introduction

As Deputy Project Manager for Resources on a major GSFC flight project, the incumbent is responsible to the Project Manager and serves as an integral member of the management team of that Project. The Incumbent contributes business management expertise to the establishment of technical program objectives and is responsible for the application of business and financial management techniques to the accomplishment of those objectives.

The incumbent is responsible to the Project Manager for adherence to the statutory and regulatory requirements associated with Project procurement and financial activities. The incumbent utilizes a comprehensive program knowledge of financial, scheduling, budgetary, procurement, pricing, configuration management and general business principles and techniques in the accomplishment of program objectives. (S)he has Project-wide responsibility for planning and evaluation of all Project business activities with line responsibility for business management, heading a team of lead business skills specialists and their supporting personnel.

In the absence of the Project Manager and the Deputy Project Manager, the Deputy Project Manager for Resources will act for the Project Manager.

Independence

The incumbent of this position is directly responsible to the Project Manager and serves as the general business manager for that program area. The incumbent frequently acts for or speaks for the Project Manager for all business matters affecting Project accomplishment.

The incumbent of this position is responsible for carrying out his/her procurement and financial Management responsibilities consistent with the regulatory and statutory requirements within the Federal Government

Acting under the direction of the Project Manager, the Deputy Project Manager for Resources has full responsibility for Business and Financial Management on the assigned Project. (S)he supervises a professional team in various business/financial areas, and exercises broad authority for the resolution of operating problems relating to the accomplishment of program objectives.

Core Requirements

The incumbent must possess a broad understanding of business methods and techniques as well as overall Project objectives. This “manager of experts” must him/herself be expert in his/her utilization of the resources available to him/her and have sufficient understanding of all of the skills employed to effect maximum efficiency of project business operations. As Deputy Project Manager for Resources, the incumbent:

1. Functions as an integral member of the management team of a program and is responsible to the Project Manager for organizing, planning, directing, coordinating, and leading the business

management operations of the Project effectively, utilizing the diverse business skills necessary. Business management activities include the following:

- Budget Preparation -- Development of Project budgets, justification and supporting materials, and historical statements for providing the best possible view of program needs. Participates in various levels of budget reviews, including reviews by Center general management and by executive level management at NASA Headquarters.
 - Budget Execution -- Execution of budget as approved, ensuring that objectives are met within the established guidelines and workforce resources made available.
 - Scheduling -- Establishing a Management System for monitoring time objectives for the Project and all of its related activities. Advises management when specific milestones are unobtainable, assists in developing "workaround" plans, and continually monitors Project status in consort with the overall time objectives.
 - Financial Analysis -- Establishing systems and analysis techniques for the effective monitoring of the financial progress and status of the Project. Interrelate all Project events to their effect on financial resources and ensure continual assessment and periodic reporting of financial status and forecasts.
 - Pricing -- The evaluation of offeror cost proposals and the active establishment of cost/price objectives for contract negotiations. Conduct numerous and diverse cost studies for a variety of decision-making processes.
 - Configuration Management -- The management of the exact configuration of all interrelated hardware, software, and services requirements of a Project. Maintain accurate interface definition data and communicate such to all technical facets of Project activity. Evaluate impact of proposed configuration changes and advise the Configuration Control Board.
 - Procurement -- Supervises the planning, soliciting proposals, evaluating, negotiating, awarding, and administering contracts for the Project. Broad varieties of contract types and dollar values are usual to a spaceflight project. Compliance with a myriad of procurement regulations and necessity to effect efficient and timely contract awards are important considerations.
 - Other Skills -- Property management and control, personnel planning and space matters, general administrative, and overall project planning activities are also a part of the business management activities of the Project.
2. Serves as a management consultant and advisor establishing and participating in Project working groups and special Project ad hoc advisor panels as may be necessary for expediting

solutions to spacecraft or space vehicle development problems or exploiting the scientific aspects of the mission.

3. Serves as a member of Project Source Evaluation Boards and/or Committees as assigned.
4. Serves or acts as chairperson of committees for a diversity of subjects as nominated or delegated by the Project Manager.
5. In addition to supervision of all administrative activities of the Project, the incumbent is responsible for (i) personal review and analysis of progress toward Project objectives; (ii) recommendations as to adjustments in Project staffing necessary to most effectively accomplish the Project mission; and (iii) response to audit and other inquiries by various activities such as NASA Audit, General Accounting Office, Center management, and NASA Headquarters program management.
6. Serves as principal management advisor to the Project Manager in all administrative aspects of the Project. Frequently acts for or speaks for the Project Manager on such matters
7. In conjunction with the technical and contracting officers, the incumbent monitors the extensive contractor activities and attempts to resolve procedural and technical differences of the involved organizations in heading off potential problems.
8. Interfaces with central skill managers for the Financial and Procurement disciplines in assuring adequate and trained personnel to enhance the effectiveness of the various Project teams.
9. The incumbent assigns work to employees supervised on the basis of their individual backgrounds, skills, and capabilities to perform given assignments. Establishes performance standards and schedules for work accomplishment and continually reviews and evaluates the progress, quality, and quantity of work performed by subordinate employees. Assigns periodic performance ratings. Identifies and provides for training and developmental needs when indicated. Counsels subordinates on policy, procedural, and administrative matters. Participates in the staffing function by recommending employment, reassignment, and promotion of subordinate employees. Is also responsible for scheduling vacations, approving leave, hearing and resolving minor complaints and grievances, effecting minor disciplinary actions, etc. Refers serious personnel matters to higher levels of authority.
10. The incumbent will exercise his personnel management responsibilities on the basis of individual merit and without discrimination against any employee or applicant for employment because of race, color, religion, sex, age, or national origin.
11. The incumbent has primary responsibility for the safety of personnel and property and for the identification and control of hazards within the scope of his authority. Accordingly, (s)he is charged with implementing the requirements, procedures, and standards established in the

GSFC Health and Safety Manual and related directives for optimized, accident-free mission accomplishment.

12. Performs required travel.

13. Performs other duties as assigned.

Other Information

Skills and Knowledge

1. Knowledge of program management methods, including budget and financial, scheduling, procurement, and related configuration management systems required for the planning and implementation of complex projects.
2. Ability to meet and deal effectively with senior administrative and technical management within GSFC/NASA and industry.
3. Ability to analyze performance and motivate staff to achieve Project objectives.
4. Skill in assessing workload and establishing standards of performance.
5. Ability to supervise a staff of diversified professional and clerical employees.